



# How to Create A Requisition

THE UNIVERSITY OF ALABAMA®



# Getting Started

- Once you are logged in, click **Manage Position Descriptions & Create Requisitions**.

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Requisitions People Reports Recent Items Julie ?

### My Dashboard

Welcome Julie, this is your Dashboard where you will see all your tasks organized in various stages.

#### Position description

My Position Description

**Manage position descriptions & create re...**

#### Open Requisitions

24 Open Requisitions  
42 Team jobs open

New requisition

New student position

#### Pending approvals

0 Jobs awaiting your approval  
237 Approved

#### Posting summary

0 Posting summary

#### Search committee

1 Jobs requiring panel review

#### Scheduled interviews

0 Scheduled interviews

#### Guidelines / Tips

##### Hiring Manager Resources

- Conducting Effective Searches video
- Veteran and Diversity Advertising Resources
- Recruiter and Compensation Analyst by Assigned Area

##### PageUp Training Videos

- How to Create a Requisition Video
- Getting Started with the PageUp System Video
- Locating your Requisition Video
- How to Check the Status of a Position Description, Requisition, or Offer Video
- Viewing and Managing Applications - Part 1 & 2 Video
- Reviewing Applications on a Search Committee Video
- Creating and Submitting the Offer Card Video

##### PageUp Training PDF Documents

- Glossary of Terms PDF
- Standard Hiring Process Outline PDF
- Getting Started with PageUp PDF
- Position Description Template PDF
- Create Position Description and Library View PDF
- How to Create a Requisition PDF
- Locating Your Requisitions PDF
- How to Check the Status of a Position Description, Requisition, or Offer

# Finding Your Position Description

- Clear your search before entering new search criteria.
- Sort by using different fields. (We find that using only one field at a time works best) Click **search**.
  - For the best results, we recommend using a position number or by department, but not by both. You can also search using an employee's name.

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New position description

**Position description**

PD No.  Classification Title  Working Title  Position Number  Position Class Code  Employee Name  Employee CWID

Supervisor Name  Appointment type  Division  College  Department/Organization  Approval status  Status

All All All 214101 - Dean's Office - Engir All Active

Clear Search

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Supervisor Name	Date modified	Approval status	
PD-246	Office Associate Sr.						Sep 15, 2021	Approved	Edit   View   Create requisition from PD   archive
PD-441	Executive Secretary						Apr 22, 2021	Approved	Edit   View   Create requisition from PD   archive

# Updated Position Description

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- As of November 1, 2022, UA will have a Position Review Committee to review position descriptions to ensure that state funds are being spent in the most effective way possible.
- Before you can post a position to *careers.ua.edu*, you will want to make sure your PD has been reviewed and approved by the position review committee.
- If your position is 100% grant funded, it does not have to go through the committee, but it does need to go through the standard PD approval process before a requisition can be submitted for posting.
- For additional information, please refer to either the “PD Template” or “Create Position Description and Library View” training guides.

# Creating Your Requisition for Posting

- Once you have selected **Create Requisition from PD**, the requisition card will appear.
  - Select the **Recruitment Process**
    - Most will be under the contingent offer process (contingent offer letter sent, then any required screenings).
    - The enhanced check will be used less frequently, but feel free to reach out to your Talent Acquisition Specialist or HR Business Partner for help.
  - Fill out the **Type of Search**
    - Most will be regular – a regular search is open to the public and anyone can apply.
    - There are other types of searches available. Please contact your Talent Acquisition Specialist or HR Business Partner for details and/or approval.

**REQUISITION INFORMATION**

Requisition No.: 518263  
Leave blank to automatically create a reference No.

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**POSITION DETAILS**

Last PD action: Dec 8, 2022

Position Classification: Temporary Assignment  
[Classification title: Temporary Assignment](#)

Classification Title:\* Test Position

Working Title: Test Position

Recruitment process:\* Contingent Offer Process

Type of search (If waiver you must contact your assigned HR Recruiter before you proceed):\* Regular

Type of waiver: Select

If waiver is selected include justification for the waiver and name of applicant that will be waived into position:

Division:\* Finance and Operations

College:\* Senior Assoc VP Human Resources

Department/Organization:\* 506101 - Human Resources

The blue box can be expanded for more details.

Temporary Assignment

[Classification title: Temporary Assignment](#)

Position Class Code: 95150

EEO Code: 50 - Clerical or Secretarial

Census Code: 593

SOC Code: 43-9199

IPEDS 5

Job Group: 5E1 - Office/Clerical Support Staff V - Clerks

FLSA Code: Non-Exempt (Hourly)

Job Category:

Pay Grade/Pay Range: Non Classified - Grade NA

Job Summary:

Required Minimum Qualifications:

Regular

Select

Regular

Campus Only

College/School/Department Only

Waiver

Search Firm

# Creating Your Requisition for Posting

- Next you should see the section for positions. This section should automatically populate with the correct information.
  - If you are recruiting for multiple positions, you can add additional position number slots. Type the total number of positions needed and then as "new" or "replacement." You will then need to type a unique position number in each additional slot.
  - If any positions are replacements, you will need to provide the former employee's name and position number in the box below the positions section.
    - Multiple names and numbers can be listed here but the same one cannot be listed twice.

The screenshot shows a web form for creating a requisition. At the top, there is a section labeled "Positions:\*" which contains a table with the following columns: "Position no", "Type:\*", "Applicant", and "Application status". The first row of the table has the value "1" in the "Position no" column, "999999" in the "Type:\*" column, "-" in the "Applicant" column, and "-" in the "Application status" column. To the right of the table is a "Cancel" button. Below the table, there is a section for replacements with labels "New:" and "Replacement:" followed by input boxes, and an "Add more" button. Below this is a text input field with the label "If replacement provide the name and position number:".

- You will also need to identify the funding for this position.

Identify where the funding for this position is coming from:\*

Indicate the source of funding (State / Grant etc.):

# Creating Your Requisition for Posting

- Department Required Background Checks
  - If your position requires a pre-employment drug screen, you will need to provide the department's billing information for the drug screen charge in the box below. Chart-Fund-Org-Account-Program. (FOAP)

DEPARTMENT REQUIRED BACKGROUND CHECKS

Drug Screen:*	No
MVR:*	Yes
Physical:*	No
Background check:*	Standard plus Federal (convictions in federal crt)

If this position requires a drug screen, please complete the department's billing information below for the drug screen charge.

Chart-Fund-Orgn-Account-Program:

(X-XXXXX-XXXXXX-748043-XXX)

# Creating Your Requisition for Posting

- Search Committee – This is not required, but if the position does have one, you will need to list committee chair and all its members.
  - Please keep in mind that all search committees must be diverse in both race and gender.
  - If you have any questions, please reach out to your Talent Acquisition Specialist or HR Business Partner.
  - If someone needs access to applicants only, you can add them to this section. However, they will need search committee access. Contact your Talent Acquisition Specialist.

COMMITTEE DETAILS

Is a committee required:\*  Yes  No

If "Yes" complete the below information

Committee Chair (if known):   No user selected.

The Committee Chair will be able to see the Committee Members responses

Enter the names of the Committee Members. If the Committee Members are not yet confirmed leave this section blank

Committee members:

Recipient: No Committee member selected.

Committee member information:

Please enter the sex and race of the selected Committee Members:

Search - Google Chrome

bama.dc4.pageuppeople.com/v5.3/provider/multiSearchField/searchdialoggrid.asp?sDa...

First name:	<input type="text"/>	Preferred name:	<input type="text"/>
Last name:	<input type="text"/>	Team:	<input type="text"/>
<input type="button" value="Search"/>			

# Creating Your Requisition for Posting

- Special Instructions to HR – This is where you can leave any additional information for your Talent Acquisition Specialist or HR Business Partner with any requests.
  - Some Examples:
    - Please post for 3 weeks. (You can select a different time frame for posting if you would like it posted longer than the minimum posting time)
    - We would like to pay for a boosted post on Facebook.

Special Instructions to Human Resources:

- Certification – Please read the below statements and accurately select your agreeance.

**HIRING MANAGER CERTIFICATION**

BY SELECTING "I AGREE" AT THE RIGHT I certify that I have read the Notice to Recruiters ([Click Here to View](#)) and understand my responsibilities as the Hiring Manager. I agree to follow The University of Alabama's hiring procedures as well as all applicable laws. I agree to share this information with the search committee if one exists for this recruitment.

I agree:\*  Yes  No

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**POSITION DESCRIPTION CERTIFICATION**

BY SELECTING "I AGREE" I certify that I have reviewed the position description and confirm that it is accurate and the details in the requisition are correct.

I agree:\*  Yes  No

Date position description was last reviewed:\* Dec 8, 2022 

# Creating Your Requisition for Posting

- Advertising Details

- Your Talent Acquisition Specialist or HR Business Partner will automatically select the five sites highlighted below to share your position.
- If you are planning to advertise externally on any other sites, please let your Talent Acquisition Specialist or HR Business Partner know as we need to document this information for our records.
  - If you are interested in advertising to the university's main page on LinkedIn, or to our career pages on Facebook or Twitter, please also let us know. We will be able to provide you with additional information and best practices for your position specifically.
  - Refer to [Advertising Guidelines](#) for additional information.

ADVERTISING DETAILS

External job announcements:\*  Yes  No

Where do you plan to advertise this job?:

<input checked="" type="checkbox"/> UA Employment Website	<input type="checkbox"/> LinkedIn
<input checked="" type="checkbox"/> AlabamaWorks	<input type="checkbox"/> Facebook
<input checked="" type="checkbox"/> Diversity Jobs	<input type="checkbox"/> Twitter
<input type="checkbox"/> US Military Pipeline	<input checked="" type="checkbox"/> InsideHigherEd
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> HERC

If other, please specify here:

Ad copy wording:

For more information about advertising guidelines, example ad copy wording and advertising resources go to the [Guidelines for Advertising Jobs](#) website.

# Approval Process

Once you have completed the requisition, you will need to select your Talent Acquisition Specialist or HR Business Partner for the approval process.

Since the PD would have been recently approved, there is no need for the requisition to go through the approval process again.

Once you have entered your approver, you will need to select the requisition status as "pending approval."

**AUTHORIZATIONS**

HR Recruiter:    
 Anna Robinson   
 Email address: aerobinson6@ua.edu

Alternate Hiring Manager:    
 No user selected.

Approval process:\* 1 Approver

1. 1: Anna Robinson Approved Dec 8, 2022

Hiring Manager:\*    
 Julie Ember   
 Email address: jember@ua.edu

Status:\*

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

Select your Talent Acquisition Specialist or your HR Business Partner.

If another individual needs access to the requisition and is currently a PageUp user, they can be listed in this box. If an individual needs applicant access only, add them to the search committee section instead.

Click **Save & Submit** to submit the requisition to the first approver. This will cause the screen to disappear from your view.

Click **Save** to save your document, but this does not initiate the approval process.

Click **Save a Draft** to save the requisition as a draft only. This does not initiate the approval process.   
 \*not pictured currently\*



**For more information, please contact your  
Talent Acquisition Specialist or HR Business  
Partner!**